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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 2 December 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 46
25 November - 1 December 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. The Interagency Training Group meeting at CSC Monday afternoon, chaired by [] and attended by representatives from more than 30 Government agencies, was a most worthwhile session. I was particularly impressed by the conscientious efforts of participants to assist the very small agencies and offices, and the consensus that many opportunities exist to accomplish training economically by using interagency facilities or by combining efforts in establishing a new program on a pro rata basis. We had a good discussion of the interagency training programs for spring 1960 which will be announced in February, and I obtained a copy of the Table of Contents which we'll include in our next OTR Bulletin. Additionally, [] reported on the Employee Development Officer's Institute (recently attended by [] but more appropriate for [] had some novel revelations on rating speakers through use of a post-institute reaction scale. I think the reaction scale (originally discussed in Adult Education) should be of more than passing interest to our psychologists and School Chiefs.

3. Draft copies of a proposed revision of OTR Regulation "Mission and Functions of the Office of Training", were recently transmitted to all OTR components for comment and concurrence. Reply has already been received from ExO.

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25 YEAR RE-REVIEW

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4. [] met with [] to wrap up the details concerning the enrollment of two of our employees in language courses at the Army Language School in Monterey, California. [] will be attending the [] program and [] currently assigned to FE Division, will be in the [] course. Both programs run from 7 January to 13 December 1960.

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5. OCR has requested a five month extension for Jane [] who is currently engaged in a Library Science program at []. Originally, it was planned that she attend the first semester this year and follow up with a second semester next year. Since her original assignment to [] was for a four month period, we placed her on TDY at a reduced rate (\$4 per day). This arrangement was both for her convenience and the cost was much less than two PCS moves within four months. We will now have to reconsider her status at [] since the total time of assignment will be in excess of 180 days. According to the regulations, only the Office Head can approve TDY in excess of 180 days. Also the Government Employees Training Act limits us in the amount of funds which can be expended for such a training assignment. This is a vouchered case. I have informed Paul Borel that we'll have to await DTR's return, and he is satisfied.

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DD/S

6. We had five persons (two from Personnel and three from Comptroller's Office) who were tested on 13 November for the Middle Management Institute sponsored by the Civil Service Commission. We were advised by the Commission during the past week that three of our five (one from Personnel and two from Comptroller) received grades which would make them eligible for the two week January program.

DD/S

7. All but one of the comments from students at the Chicago summer program are now available and I am initiating a special report for DD/S on the responses. A cursory examination suggests that a traditional composite report would be misleading; for there seems to be a positive difference of opinion between the first term and second term students. Before I release a report, I shall try to isolate any factors which account for these differences.

8. Since summer we have been working at reducing accumulated leave as workload permits. As we enter December we still have

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9. Our goal is a pre-Christmas publication of the 1960 schedule of courses. As it looks now we think we can make it. Meanwhile we have covered the first runnings of CY '60 courses in the November-December Bulletin which is marked for a December 7th distribution.

DD/S
re-write

F
(re-phrasing)

There are no weighty problems in our preparation of the schedule for the publishers, but such things as checking for conflicts of dates in cases of courses that dovetail (e.g. IO and Introduction to Communism), checking for possible conflicts from the standpoint of available classrooms, and getting approvals on courses to appear in the field issue are necessary preliminaries. We have also taken a realistic look at the over-all program, exclusive of language training, and did this using last year's schedule and attendance records as the bases. So far we have found no problems and publication should go along as we planned.

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10. [] with the assistance of [] completed a report on money expended on language awards, but specifically showing each language in Group I (there are ten) and the total monies granted for the specialized levels of reading, writing, and speaking, and also monies granted for comprehensive levels. In this report there are totals for the same competencies in Russian. Only totals in the other languages in Group II and in Group III are shown.

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Although this special report took a full man-week of RS effort to compute and reproduce, [] appears completely satisfied that it confirms objectively the areas of cost concern that we had identified informally. Copy will be sent to each member of the Committee for Language Development for him to use as a base for his suggestions of ways to reduce costs of this facet of the language program. A meeting of the Committee has been called on Thursday, the tenth, to cover the cost factor and related items.

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11. The request from MPD to identify military officers now, or formerly, detailed to the Agency who have taken Operations training is being worked on by [] to permit the Registration Section to keep abreast of current responsibilities.

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12. I suspect that [] has less than a high regard for the Registrar's office by having to turn away some overflow students at the opening of Admin Procedures. However, the casual recognition within the working level at the DD/P Training Office of the problem of ceilings is of considerable concern to all of us. Recently, there has been a rash of oversubscription. Unfortunately, there is little assistance and cooperation on either controlling registrations or accepting priorities. I am hopeful of working out something with [] to improve these circumstances.

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Indicative of this problem is [] report to me on Admin Procedures (Attachment A) and CSR (Attachment B) which began last Monday. Another upcoming case is the one-day DD/P Filing Workshop. Announced ceiling was 40; enrollments have just snowballed from 7 to 55.

13. Much pleasanter is the ease of relations with the office of DD/S. A mention of low enrollments in Effective Speaking was followed in a day or so by a full subscription, with no problems.

14. During the week 25 November - 1 December 1959, 864 persons were enrolled in OTR conducted training:

303 enrolled in 53 classes (9 languages) voluntary
201 enrolled in 46 classes (16 languages) internal
161 enrolled in 6 Intelligence School courses
75 enrolled in 5 Operations School courses
19 enrolled in 1 SIC course
7 from other Government agencies
17 Dependents
79 Junior Officer Trainees

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Attachments: as stated above

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT